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Approved For Release 2005/11/21 : CIA-RDP78-03568A000200160060-6

# Office Memorandum • UNITED STATES GOVERNMENT

## CONFIDENTIAL

TO : Wage and Classification Division  
 Thru : Chief, Administrative Staff, OSO  
 FROM : Chief, [ ]

DATE: 27 June 1951

SUBJECT: Request for Reclassification of [ ] Departmental Clerical Slots

1. It is requested that the following [ ] departmental clerical positions be reclassified from Clerk-Stenography, GS-4, to ~~Intelligence Clerk, GS-4~~:

*(Typing)*  
 GS-4

2. Stenography is not a positive requirement for these positions, although the ability to take and transcribe dictation is a helpful asset. What is more important is the special skill to be developed along the professional intelligence lines of operations, reports, counter-espionage, and/or operational support, all at the GS-4 level, and requiring ability and responsibility beyond that expected of a Clerk-Typist, GS-3.

*Approved class & wage*

*7/13/51*

Chief, PDZ

Originator: [ ]

*Proposed*

*#335  
 June 7/20/51*

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